

# ADVERTISEMENT

## DEPARTMENT OF TOURISM

*The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.*

**APPLICATIONS:** Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.

**CLOSING DATE:** 11 November 2022 at 16:30 (Late applications will not be considered)

**NOTE:** Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the applicants being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to pre-employment screening and security vetting to determine the suitability of a person for employment.

**POST:** **FINANCE CLERK PRODUCTION: (DT47/2022)**

**FIXED TERM CONTRACT ENDING 31 MARCH 2023**

**SALARY:** R 176 310 per annum plus 37% in lieu of benefit (salary level 05)

**CENTRE:** Pretoria

**REQUIREMENTS:** A SAQA recognised NQF 4, Grade 12 certificate or equivalent. No experience required. Basic knowledge of financial function, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of Basic financial operating systems (PERSAL, BAS, LOGIS etc).

**DUTIES:** The successful candidate will be responsible for clearing BAS exceptions online; requesting BAS reports and clear PMG accounts; processing journals on BAS; receiving entity information to create, import, link or to maintain on BAS and LOGIS; capturing on Safetyweb and obtain Bank detail verification; filing entity information and making sure all entities have a verified report from Safetyweb and a CSD report if applicable; archiving to the storeroom; attending to enquiries received with regards to entities; signing off LOGIS Procurement form for the verification of banking details; checking verification status of project bank details prior to payment processing; receiving and printing notification (e-mail) from National Treasury for CR transfer payments to authorize; receiving copies of payment documents and payment stub from credit section; checking and verifying that the information captured on BAS is correct on Safetyweb and authorize; Printing a status report on Safetyweb, updating register and filing the documents; receiving financial batches from different sections; verifying and signing reports that all batches are received; reconciling user report with the BAS

payment register; sorting batches in form type and number sequence; reconciling batches received with the different BAS registers; ensuring that the checklists are completed, forms are signed, that there are supporting documents attached and the paid stamp is on each document; sending incomplete documents back to the section with written explanation of the problem; following-up on outstanding cases; filling reconciled payment registers and batches in storeroom and maintaining the neatness of the documents; printing and reconciling payment stubs and disbursement reports; attending to queries related to the section; filing payment stubs in disbursement date sequence; extracting payment stubs for internal and external clients on request.

**ENQUIRIES:**

Ms N Molefe 012 444 6228